

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>DO NOT LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NT-362-94-6.	DATE RECEIVED 10-8-93
1 FROM (Agency or establishment) ACTION		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION OFFICE OF MANAGEMENT & BUDGET		In accordance with the provisions of 44 U.S.C. 3303a the disposition request including amendments, is approved except for items that may be marked 'disposition not approved' or 'withdrawn' in column 10	
3 MINOR SUBDIVISION ADMINISTRATIVE & MANAGEMENT SERVICES			
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
EVELYN D. GRIMES	606-5246	7-1-94	<i>Archie H. [Signature]</i>

6 AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested

DATE 10/1/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Evelyn D. Grimes</i>	TITLE Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attached Sheet		

*Copies sent to NCF, NIA, Agency 7/13/94*

## 1. Program Evaluations

Files consisting of completed surveys and questionnaires, working papers including raw data and field notes, answer key codebooks and final reports.

### Disposition:

- a. Final report, plus 2 copies of blank survey forms and blank questionnaires. Disposition: Permanent. Cut-off after completion of evaluation and retire to FRC in 5 year blocks. Transfer to National Archives 15 years after cut-off.
- b. Completed surveys, questionnaires, working papers and code books. Disposition: Cut-off annually and retire to FRC. Destroy 5 years after cut-off.

## 2. Civil Rights Policy Statements

Policy statements issued annually by the Director or other top management officials on support of nondiscrimination in agency practices, including employment.

### Disposition:

- a. Office of record. Permanent. Cut-off annually. Transfer to the National Archives in 5 year blocks when oldest record is 10 years old.
- b. All other offices. Temporary. Destroy when superseded, obsolete or no longer needed.